

CHAPTER 2

FORM LIST AND INSTRUCTIONS AND CODES FOR COMPLETING THE STUDENT RECORD FORM

2-1. **FORMS.** Complete the Student Record Form NLT: 16 November 2007

ON-LINE STUDENT RECORD FORM. ALL STUDENTS MUST COMPLETE THIS FORM. Answer all questions as completely as possible. Staff group assignments depend on the answers you provide on this form.
Volunteer Form: Student Officer Volunteer Form. If you are interested in volunteering for class positions or assisting with class related activities, check the corresponding boxes.
Volunteer Form: Spouse Volunteer Form. If your spouse is interested in volunteering for spouse positions or assisting with class related activities, he/she should check the corresponding boxes.
DO NOT RETURN THE FOLLOWING FORMS.
During In Processing bring the following forms with you.
Ft Lvn Form 168. Religious Census.
Exceptional Family Member Program Worksheet
Fort Leavenworth Public Schools Information Card
Fort Leavenworth Public Schools (USD #207) Records Request COMPLETE AND LEAVE WITH CURRENT SCHOOL

2-2. INSTRUCTIONS FOR COMPLETING THE ON-LINE STUDENT RECORD FORM:

PAGE 1	<p>Full Name: Enter your complete name, to include your “Go by” name (nickname).</p> <p>Social Security Number: Self-explanatory.</p> <p>Date of Birth YYYY MM DD</p> <p>Gender: Self-explanatory.</p> <p>Race: Select one of the codes.</p> <p>Grade/Rank: Self-explanatory</p> <p>Date of Rank: Self-explanatory</p> <p>Below Zone to MAJ: Self-Explanatory</p> <p>Control Branch: US ARMY ONLY - Select Control Branch - Self-explanatory</p> <p>Basic Branch: US ARMY ONLY - Select Basic Branch - Self-explanatory</p> <p>AOC Code: US ARMY ONLY - Area of Concentration (AOC) by Functional Area.</p> <p>Service/Component: Select the code on the form that applies.</p> <p>Military Education Level (MEL) - Click button for explanation</p> <p>Civilian Education Level (CEL) - Enter one or more that apply</p>
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PAGE 2	Addresses: Self-explanatory Phone Numbers: Active cell and unit numbers preferred. Email Addresses: AKO required – Provide Personal address
PAGE 3	Departure Date: Self-Explanatory Estimated Arrival Date: Self-Explanatory VIP Affiliation: If you are related by blood or marriage, or have worked closely with/for general officers or members of state, congress, etc., please complete the following. International Military Ambassador: Self-explanatory
PAGE 4	Home of Record: State in which you Entered Active Duty State of Legal Residence: Self-Explanatory Birthplace: Self-Explanatory – provide City and State Present Duty Station: Where you are currently assigned, (i.e., Fort Gordon, Fort Hood, etc.) Career Field Designator: Select the appropriate Functional Category: Maneuver, Fires, Effects Operations Support Force Sustainment Special Branches = AMEDD (MC, DC, MS, AN, VC, SP, JA, CH) Basic Year Group: Self-Explanatory Branch Qualified: Self-Explanatory Basic Active Service Date: Self-Explanatory Date of Commission: Self-Explanatory Source of Commission: Self-Explanatory Infantry Branch Only: If the majority of your infantry experience has been in Mech units, select Heavy , if your experience has been in light units, select Light . Level of Staff Experience: Self-Explanatory Command: Check the appropriate block to indicate previous staff experience at either the Brigade or Battalion level. Duty As: Check the appropriate block to indicate previous experience. Joint, Interagency, or Multinational Experience and/or assignments: THIS IS A CRITICAL PIECE OF INFORMATION USED in ASSIGNING YOU TO A STAFF GROUP. Operational Themes: Types of Military Operations) Define all Operational Experience. More than one number can be entered. For Example: Just Cause - Panama - Dec 89 to Jan 90 - Combat Operations Promote Liberty - Panama - Jan 90 to ?? - Peace Operations THIS IS A CRITICAL PIECE OF INFORMATION USED in ASSIGNING YOU TO A STAFF GROUP. ABCS Experience: Self Explanatory. THIS IS A CRITICAL PIECE OF INFORMATION USED in ASSIGNING YOU TO A STAFF GROUP

	Do you speak any foreign languages: List - Self-explanatory Are you a Foreign Area Officer (FAO): Self-explanatory What Foreign area: Self-explanatory Is your spouse in the military: Self-explanatory Will your spouse be a CGSOC student: Self-explanatory Military Spouse Information: Self-explanatory
PAGE 5	Legal Family Member Information to include if they will accompany you and live with you full time. If they will not reside with you at Fort Leavenworth, explain below. - NOTE: IF A CHANGE OCCURS IN YOUR FAMILY MEMBER STATUS - NOTIFY THE STUDENT DIVISION DURING INPROCESSING. Under “Go By Name”(nickname) provide the name your spouse prefers on nametag during official functions
PAGE 6	Volunteer Forms: If you and/or your spouse are interested in volunteering for class positions/spouse organization positions or assisting with class related activities, check the corresponding boxes.